

TOPIC 5: REFERENCE TABLES FOR EMPLOYEE BENEFITS

The SAM II HR/Payroll system uses reference tables to store information on employees and employee benefits. A reference table is actually a table database that contains pertinent information for establishing employee deductions and benefits.

The purpose of this topic is to familiarize you with some of the reference tables associated with employee benefits.

The Office of Administration is responsible for maintaining (adding, changing, deleting and updating) information on master reference tables.

At the end of this topic, you will be able to:

- Describe the purpose and use of reference tables relating to employee benefits.
- Access the reference tables.



NOTES



REFERENCE TABLES FOR EMPLOYEE BENEFITS

Reference tables provide the system with a central source of data used for processing, validating, and reporting employee information. The Introduction to Navigation course provided general information on reference tables and their relevance in completing transactions. This topic will address specific tables supporting employee benefits.

Think of reference tables as files storing pieces of information which you will use when completing transactions. For example, you will establish an employee's health insurance on a transaction called Benefits Enrollment (ENRL). One of the required fields on this transaction is Deduction Type. You will utilize the "Find Code" feature of the system to display the valid values to populate this field. The table behind that particular field, storing all possible choices (codes) for populating that field, is the Employee Fringe Benefit Type or BENT table. The BENT is a reference table.

In working with benefits alone, you will find that there are hundreds of possible benefit types (found on the reference table BENT) and thousands of possible benefit plans (found on reference table BENP) to accommodate the various employee choices. Because of the volume of information on some tables and for ease of the user in finding the appropriate codes on the tables, the system uses coding standards or "smart codes" for ordering the valid choices on reference tables. Valid codes for the various categories, types, and plans relating to employee benefits are available at the following web address: **<http://www.state.mo.us/mo/samii>**.

The following pages in this topic will include several reference tables that will be important for you to understand in processing employee benefits. Additionally, the coding standards for establishing table information will be provided for the following tables: Employee Fringe Benefit Type (BENT) and Employee Fringe Benefit Plan (BENP).



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

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File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: Effective Date: Expiration Date:

Short Description:

Long Description: Deduction Processing Order #:

Valid Input Windows: Deduction Acceptance Priority #:

Benefit Type Class: Sub-class: Category:

Enforcement Options | **Deduction Options**

Deduction Registers:

<input type="text" value="HAR4100"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Employee vs Appointment: ☐ Employee ☒ Appointment ☐ Both

Deduction Policy Rule: ☐ No Restriction ☒ Enforce by Type ☐ Enforce by Type / Plan

Employment Status:

☒ Permanent Deduction Allowed
☐ EFT Allowed
☒ Automatic Termination
☒ Include in Supplemental Pay Cycle

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NOTES



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

The Employee Fringe Benefit Type (BENT) window defines employee deduction types that are considered to be employee fringe benefits. Only employee fringe benefit types can be viewed on this table. Deduction types can only be viewed on the Deduction Type window as we discussed previously in topic two. The Employee Fringe Benefit Type window is comparable to the Deduction Type window except that the Employee Fringe Benefit Type window has two more fields. They are the Benefit Type Class and Benefit Type Sub-Class. Let's review the Employee Fringe Benefit Type (BENT) window.

Step 1 To open BENT, click on the Go To icon. Type **BENT** in the **CODE** column header. Click on the <OPEN> button.

Step 2 Populate the following field to narrow your search on the BENT window.

DEDUCTION TYPE – Enter the employee fringe benefit type code you want to view. Type **BLA1E**

Step 3 Select **Display: Browse Data**.

Step 4 Information for the specific Deduction Type you entered in Step 2 should now appear. Let's review the remaining fields

EFFECTIVE DATE – This field displays the date the information becomes effective.

EXPIRATION DATE – This field displays the last date the information is in effect. The default is 99/99/99.

SHORT DESCRIPTION — This field displays the short description of the employee fringe benefit type code.

LONG DESCRIPTION – This field displays the long description of the employee fringe benefit type code. The default is the short description entry.

DEDUCTION PROCESSING ORDER # - This field displays the number to indicate the order in which this type of deduction should be processed. A deduction with a lower order number is calculated before a deduction with a higher order number.



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

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File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLATE Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: BL ADVANT

Long Description: MCHCP BLUE ADVANTAGE - EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options **Deduction Options**

Deduction Registers:

HAR4100				

Employee vs Appointment: ☐ Employee ☒ Appointment ☐ Both

Deduction Policy Rule: ☐ No Restriction ☒ Enforce by Type ☐ Enforce by Type / Plan

Employment Status: 12

☒ Permanent Deduction Allowed
☐ EFT Allowed
☒ Automatic Termination
☒ Include in Supplemental Pay Cycle

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NOTES



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

Step 4 Continue to review the remaining fields.

VALID INPUT WINDOWS – This field displays the window identification of each benefit/deduction maintenance window which can be used to establish this type of employer fringe benefit contribution. At least one window identification number must be specified. Between one and five window identification codes may be specified.

DEDUCTION ACCEPTANCE PRIORITY # - This field displays the number to indicate the order in which this deduction should be backed out if a negative net condition occurs. A deduction with a higher priority number is backed out before one with a lower priority number.

BENEFIT TYPE CLASS – This field displays the benefit type class code to indicate the highest level of aggregation for benefit programs. Refer to the Benefit Type Class (BTCL) window for valid values.

SUB-CLASS – This field displays the benefit type sub-class code to indicate a level of aggregation within the benefit type class for benefit programs. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.

Note: Benefit Type Class and Sub-Class are used for summary and rollup reporting purposes.

CATEGORY – This field displays the category code where this benefit type falls. Refer to the Event Category (CATG) window for valid values.

ENFORCEMENT OPTIONS PANEL

DEDUCTION REGISTERS (1-10) – This field displays the report identification number (up to ten) of the deduction register(s) that deductions of this type should be displayed on.

EMPLOYEE vs APPOINTMENT – This field displays a value to indicate whether a deduction of this type is specific to the employee (across all appointments) or to a particular appointment. Valid values are: Employee, Appointment, or Both.

EMPLOYMENT STATUS – This field displays up to ten Employment Status codes that are eligible for this type of deduction. Refer to the Employment Status (EMPS) window for valid values. If left blank, all Employment Status codes are eligible.



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

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File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLATE Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: BL ADVANT

Long Description: MCHCP BLUE ADVANTAGE - EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options Deduction Options

Deduction Registers:

HAR4100

Employee vs Appointment: ☐ Employee ☒ Appointment ☐ Both

Deduction Policy Rule: ☐ No Restriction ☒ Enforce by Type ☐ Enforce by Type / Plan

Employment Status: 12

☒ Permanent Deduction Allowed ☐ EFT Allowed ☒ Automatic Termination ☒ Include in Supplemental Pay Cycle

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File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLATE Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: BL ADVANT

Long Description: MCHCP BLUE ADVANTAGE - EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options Deduction Options

Deduction Goal: ☒ Not Goal Oriented ☐ Goal Oriented ☐ Cyclical Goal Oriented

Federal / State Marital Status: ☒ No Associated Status ☐ Federal ☐ State and Local

Deduction Class: ☐ Use Marginal Tax Tables ☐ FICA Deduction ☐ Use Alternate Rate Tables ☒ No Special Processing

Goal Type: ☒ Not Applicable ☐ Dollar Amount ☐ Installments

☒ Recycle Deduction ☒ Partial Deduction Report ☒ Take Partial Deduction

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EMPLOYEE FRINGE BENEFIT TYPE (BENT)

Step 4 Continue to review the remaining fields.

DEDUCTION POLICY RULE - This field displays a value to indicate the deduction policy rule used to validate enrollments within this deduction type. Valid values are:

No Restriction

Enforce by Type

Enforce by Type/Plan

PERMANENT DEDUCTION ALLOWED – This field is checked to indicate that this deduction type can be used for permanent deductions. Clear if this deduction type can only be used for one-time deductions.

EFT ALLOWED – This field will not be used by the State of Missouri.

AUTOMATIC TERMINATION – This field is checked to indicate that this deduction should automatically expire when another deduction of the same type is added for the employee. Clear to indicate that the deduction should not expire automatically. For example, the user should expire the deduction via another deduction maintenance transaction.

INCLUDE IN SUPPLEMENTAL PAY CYCLE – This field is checked to indicate that this deduction can be taken during a supplemental pay cycle (other than for replacing a regular check). Clear to indicate that it should not be taken during a supplemental pay cycle.

DEDUCTION OPTIONS PANEL

DEDUCTION GOAL – This field displays a value to indicate whether a deduction of this type is goal oriented. Valid values are: Not Goal Oriented, Goal Oriented – Stops when deduction goal is reached, and Cyclical Goal Oriented – Restarts when deduction goal is reached.

FEDERAL/STATE MARITAL STATUS – This field displays a value to indicate whether the deduction has a tax marital status associated with it. Valid values are: No Associated Status, Federal, and State and Local.



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

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File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLATE Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: BL ADVANT

Long Description: MCHCP BLUE ADVANTAGE - EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options Deduction Options

Deduction Goal: ☒ Not Goal Oriented ☐ Goal Oriented ☐ Cyclical Goal Oriented

Federal / State Marital Status: ☒ No Associated Status ☐ Federal ☐ State and Local

Deduction Class: ☐ Use Marginal Tax Tables ☐ FICA Deduction ☐ Use Alternate Rate Tables ☒ No Special Processing

Goal Type: ☒ Not Applicable ☐ Dollar Amount ☐ Installments

☒ Recycle Deduction ☒ Partial Deduction Report ☒ Take Partial Deduction

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NOTES



EMPLOYEE FRINGE BENEFIT TYPE (BENT)

Step 4 Continue to review the remaining fields.

DEDUCTION CLASS – This field displays a value to indicate the processing classification of this deduction type. Valid values are: Use Marginal Tax Tables, FICA Deduction, Use Alternate Rate Tables, and No Special Processing.

GOAL TYPE – This field displays the value to indicate the type of goal. Valid values are: Not Applicable, Dollar Amount, and Installments.

RECYCLE DEDUCTION – This field is checked to indicate that the deduction should be recycled in a subsequent pay cycle if it was rejected due to a negative net condition. Clear to indicate that deduction should not be recycled.

PARTIAL DEDUCTION REPORT – This field is checked to indicate that this deduction should be reported on the “Deduction Processing Exceptions Report” if the deduction cannot be taken or is only partially taken. Clear to indicate that the deduction should not be reported.

TAKE PARTIAL DEDUCTION – This field is checked to indicate that a partial deduction can be taken if taking the entire deduction would result in a negative net condition. Clear to indicate that a partial deduction cannot be taken.

NOTE: Following are the coding standards or “smart coding” for this table:

State Sponsored Health, Vision and Dental Insurance

- 1-3rd characters = vendor
- 4th character = “1” for non-cafeteria and “2” for cafeteria
- 5th character = “E” for employee health insurance, “D” for dental insurance, “V” for vision insurance

If the vendor appears multiple times, use alpha only characters for one and numeric beginning with “1” for the second. Both MCHCP and MODOT provide Group Health HMO as a health insurance. The MCHCP deduction would be **GHH1E** and the MODOT deduction would be **GH11E**.



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLATE Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates Alternate Options

FICA ID ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None
 One-time Deduction Allowed ☒ Yes ☐ No ☐ Only with Permanent Deduction
 Employee Override Allowed ☒ Yes ☐ No ☐ Required ☒ Use Cash Basis Gross Pay

Periodic Deduction Amount / Frequency:

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	76.50	
Monthly	0.00	
Annual	0.00	

Deduction Parameters:

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

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EMPLOYEE FRINGE BENEFIT PLAN (BENP)

The Employee Fringe Benefit Plan (BENP) window is used to define benefit plans for employee fringe benefits. A benefit type may have one or more benefit plans associated with it. In order to distinguish between benefits and deductions, once defined, employee fringe benefit plans can only be viewed on this window and not on the Deduction Plan (DPLN) window. The reverse is also true: deduction plans can only be viewed on the Deductions Plan (DPLN) window and not on this window. Let's review the Employee Fringe Benefit Plan (BENP).

Step 1 To open BENP, click on the Go To icon. Type **BENP** in the **CODE** column header. Click on the <OPEN> button.

Step 2 Populate the following field to narrow your search on the BENP window.

DEDUCTION TYPE - Enter the employee fringe benefit type code associated with the plan that you wish to view. Valid values are located on the Employee Fringe Benefit Type (BENT) window. Type **BLA1E**.

DEDUCTION PLAN - Enter the deduction plan code you wish to view. The code can contain no more than five alphanumeric characters. Type **013MF**.

Step 3 Select **Display: Browse Data**.

Step 4 Information for the specific Deduction Type and Deduction Plan you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE - This field displays the date the information becomes effective.

EXPIRATION DATE - This field displays the last date the information is in effect. The default is 99/99/99.

SHORT DESCRIPTION - This field displays the short description of the deduction type code.

LONG DESCRIPTION - This field displays the long description of the deduction type code. The default is the Short Description entry.

BENEFIT PLAN CLASS - The State of Missouri is not using this field.



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLATE Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates Alternate Options

FICA ID: ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None
 One-time Deduction Allowed: ☒ Yes ☐ No ☐ Only with Permanent Deduction
 Employee Override Allowed: ☒ Yes ☐ No ☐ Required ☒ Use Cash Basis Gross Pay

Periodic Deduction Amount / Frequency:

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	76.50	
Monthly	0.00	
Annual	0.00	

Deduction Parameters:

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

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NOTES



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

Step 4 Continue to review the remaining fields.

EMPLOYER CONTRIBUTION TYPE - This field displays the appropriate fringe deduction type to indicate the type of employer contribution that should be associated with this employee fringe benefit plan. Valid values are located on the Employer Contribution Type (EFBT) window.

EMPLOYER CONTRIBUTION PLAN - This field displays the appropriate fringe deduction plan to indicate the type of employer contribution that should be associated with this employee fringe benefit plan. Valid values are located on the Employer Contribution Plan (EFBP) window.

DEDUCTION RATES PANEL

FICA ID – This field displays the value to indicate whether this is an OASDI (FICA), Medicare, Tier One, or Tier Two deduction. Default is None. The State of Missouri does not use the Tier One and Tier Two options.

ONE-TIME DEDUCTION ALLOWED – This field displays the value to indicate whether a one-time deduction is allowed for this employee fringe benefit plan. Valid values are Yes, No and Only With Permanent Deduction. Default is Yes.

EMPLOYEE OVERRIDE ALLOWED – This field displays the value to indicate whether the deduction information can be overridden for a particular employee. Valid values are Yes - deduction can be overridden for a particular employee; No – no overrides are allowed and Required – override is required. Default is Yes.

USE CASH BASIS GROSS PAY – When this checkbox is cleared, it indicates that Reserve Pay amounts should be subtracted from gross pay before this percent deduction is calculated. This field is checked to indicate earned basis gross pay should be used to calculate this deduction. Default is Clear.

Periodic Deduction Amount / Frequency

WEEKLY DEDUCTION AMOUNT - This field displays the amount to be deducted for eligible employees paid on a weekly basis.



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLA1E Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates Alternate Options

FICA ID: ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None
 One-time Deduction Allowed: ☒ Yes ☐ No ☐ Only with Permanent Deduction
 Employee Override Allowed: ☒ Yes ☐ No ☐ Required ☒ Use Cash Basis Gross Pay

Periodic Deduction Amount / Frequency:

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	76.50	
Monthly	0.00	
Annual	0.00	

Deduction Parameters:

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

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EMPLOYEE FRINGE BENEFIT PLAN (BENP)

Step 4 Continue to review the remaining fields.

WEEKLY DEDUCTION FREQUENCY – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

BIWEEKLY DEDUCTION AMOUNT - This field displays the amount to be deducted for eligible employees paid on a biweekly basis.

BIWEEKLY DEDUCTION FREQUENCY – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for bi-weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

SEMI-MONTHLY DEDUCTION AMOUNT - This field displays the amount to be deducted for eligible employees paid on a semi-monthly basis.

SEMI-MONTHLY DEDUCTION FREQUENCY – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

MONTHLY DEDUCTION AMOUNT - This field displays the amount to be deducted for eligible employees paid on a monthly basis.



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLATE Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates Alternate Options

FICA ID ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None
 One-time Deduction Allowed ☒ Yes ☐ No ☐ Only with Permanent Deduction
 Employee Override Allowed ☒ Yes ☐ No ☐ Required ☒ Use Cash Basis Gross Pay

Periodic Deduction Amount / Frequency:

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	76.50	
Monthly	0.00	
Annual	0.00	

Deduction Parameters:

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

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EMPLOYEE FRINGE BENEFIT PLAN (BENP)

Step 4 Continue to review the remaining fields.

MONTHLY DEDUCTION FREQUENCY – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

ANNUAL DEDUCTION AMOUNT - This field displays the amount to be deducted for eligible employees paid on an annual basis.

ANNUAL DEDUCTION FREQUENCY – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

Deduction Parameters

DEDUCTION PERCENT - This field displays the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as .15.

GOAL AMOUNT/INSTALLMENTS - If the benefit goal is a dollar amount, this field displays the goal amount. If the benefit goal is in number of installments, this field displays the goal number of installments.

ANNUAL CAP AMOUNT - If the total deduction amount for a year cannot exceed a certain dollar amount, this field displays the cap (or ceiling) amount.

ANNUAL GROSS CAP PERCENT - If the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount, this field displays the cap (or ceiling) percentage.



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLATE Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates **Alternate Options**

Special Routine
 Special Routine ID: NON

Amount / Percent

1	0.00
2	0.00
3	0.00
4	0.00
5	0.00

Alternate Rate Option

Begin Date: None
 End Date: None / /

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EMPLOYEE FRINGE BENEFIT PLAN (BENP)

Step 4 Continue to review the remaining fields.

ALTERNATE OPTIONS PANEL

Special Routine

SPECIAL ROUTINE ID - This field displays the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked displays NON. Valid values are: ADTX (Additional Tax), SLRY (Salary Routine), CAPP (Pay Period Cap Amount), GAR (Garnishment Routine), HRLY (Based on Hours Worked Routine), IRS (Tax Levy Routine), PEN (Pension Routine), SAVB (U. S. Savings Bonds).

AMOUNT/PERCENT - The Special Routine ID field displays the amounts or percents (.nn) that are to be used in the calculations. Up to five are allowed



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

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File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLATE Deduction Plan: 013MF
 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99
 Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY
 Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates **Alternate Options**

Special Routine
 Special Routine ID: NON

Amount / Percent

1	0.00
2	0.00
3	0.00
4	0.00
5	0.00

Alternate Rate Option

Begin Date: None
 End Date: None / /

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NOTES



EMPLOYEE FRINGE BENEFIT PLAN (BENP)

Step 4 Continue to review the remaining fields.

Alternate Rate Options

BEGIN DATE –This field displays the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Valid values are; Birth Date, Appointment Date, Benefit Progression Date, Deduction Parameter Effective Date, Enrollment Date and None. Default is None.

END DATE – This field displays the value to indicate the date against which the Begin Date value is compared. Valid values are: Specified, Check Date, Pay Period End Date, Enrollment Date, and None. If you have selected Specified, enter the date (mm dd yy) for the alternate rate in the second field. Default is None.

NOTE: Following are the coding standards or “smart coding” for this table.

MCHCP Health Plans

- 1-3rd characters = MCHCP county codes
- 4-5th characters = coverage option



Activity

1. What reference table displays employee deduction types that are considered to be employee fringe benefits?
2. What reference table displays the deduction amount for the employee contribution of a fringe benefit?